

**CLASS OF
2025**

**TN Achieves
STUDENT
HANDBOOK**

**IN PARTNERSHIP
WITH:**



WELCOME



Welcome to tnAchieves! We are so excited to be with you on your journey to college and will ensure you stay on track! From providing important resources like this handbook to sending milestone reminders, tnAchieves will be your go-to organization for any questions or help you may need.

tnAchieves is a nonprofit partnering organization to the TN Promise scholarship. tnAchieves works directly with students as they complete the scholarship requirements, including attending a mandatory meeting, completing the Free Application for Federal Student Aid (FAFSA), working with a mentor and submitting community service hours. tnAchieves supports TN Promise students beginning in high school and until they receive a college credential.

By completing the TN Promise application, you have embarked on an exciting journey to college! This handbook will serve as a thorough resource for the scholarship requirements you will encounter before you begin college in the fall. Our team will stay in touch about requirements and milestones to ensure you stay informed. It is critical that you are actively checking your email for updates from tnAchieves. We will email you every week and send text messages as deadlines approach - this means you should always keep your contact information up to date with tnAchieves. If it ever changes, you should immediately notify us!

As you read this handbook, you will find each TN Promise requirement detailed in chronological order beginning with connecting with your tnAchieves mentor. Your mentor is an incredibly valuable asset, and you are encouraged to connect with them regularly to keep them updated on your progress. It is important to note the deadlines for each requirement and how you will complete them. tnAchieves will be your partner in this process, but it is your responsibility to complete each milestone. This handbook is a great place to find information!

The journey to college can be exciting but also intimidating and confusing. We are here to provide guidance and encouragement every step of the way. **We believe that COLLEGE IS FOR EVERYONE.** That means **YOU!** On page 7, you will find a list of TN Promise eligible institutions. We believe that all of these colleges/universities provide a pathway for every student in Tennessee. Be curious, ask questions and, most importantly, remember *there is a place for you in college in Tennessee! Find your inner fire and make the leap!*

COMMUNICATION WITH TNACHIEVES

Maintaining a connection with tnAchieves is vital to your success. Utilize our various opportunities to stay engaged and ensure you never miss a deadline or step along the way!

Mondays

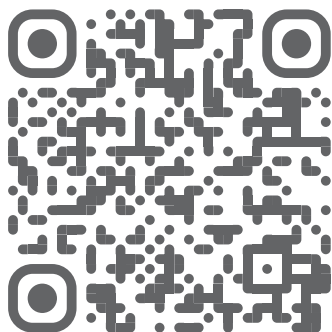
Check your email every Monday for an update from tnAchieves. We will be in touch regarding upcoming meeting requirements, college requirements, community service opportunities and other important information. If you do not receive your tnAchieves Monday email, please reach out to tnAchieves@tnAchieves.org so we can update your email address. You can reply to our weekly email if you have any questions! Check your spam/junk or promotions folders if you do not see our emails and add tnAchieves as a safe sender.

Text Messaging

You will receive messages reminding you of your upcoming meeting requirements, FAFSA completion and community service deadlines as well as other important topics. We encourage you to save our number (36782) so you know the messages are coming from us. Also, you can reply to our texts and someone will respond!

CONTACT US

The tnAchieves team is always available to help ensure you are successful. Contact us anytime you have questions or concerns. Scan the QR code to view a full list of tnAchieves staff!



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MEETING ACTIVITY

Aligning your values with your future career can help ensure you love what you do. Utilize this short activity to think critically about your values system and begin to explore possible career options. **As you complete this activity, remember there is a place for you in college in Tennessee!**

Scan to learn more about colleges in Tennessee!



VALUES ASSESSMENT

Do you have values you live by? Before embarking on your college journey, take time to define your values, or as we say at tnAchieves, your **three words**! Review the values listed below and write **the three you resonate with most** in the shaded boxes!

Accountability	Challenges	Diversity	Gratitude	Leadership	Relationships
Adventure	Community	Empathy	Growth	Loyalty	Respect
Authenticity	Courage	Equity	Honesty	Patience	Routine
Balance	Creativity	Family	Humility	Privacy	Trust
Belonging	Curiosity	Fun	Inclusion	Productivity	Vulnerability

1.

2.

3.

DISCUSSION TOPICS: USE THE QUESTIONS BELOW TO HAVE A CONVERSATION WITH THOSE AROUND YOU.

- Do you feel like your **three words** are an accurate description of your values?
- Of your **three words**, which is the MOST important to you?
- Do any of your values conflict with each other? If so, how do you manage that?
- How can you live out your **three words** every day?

CAREER EXPLORATION

People tend to find value in one of five career pathways. Each person has a unique skillset and values system that can inspire their future career options. **Review the pathways below to learn how interests and career options align!**

- **ARTISTIC:** You enjoy and are good at creative activities such as art, drama, crafts, dance, music or creative writing. You see yourself as emotional, expressive, original, imaginative, independent and open.
Career Options: Composer, Musician, Stage Director, Writer, Decorator, Architect, Graphic Designer, Artist, Photographer, Journalist or Actor
- **ENTERPRISING:** You enjoy and are good at leading and persuading people and selling products, services and ideas. You see yourself as energetic, ambitious, adventurous, popular and sociable.
Career Options: Salesperson, Business Executive, Lawyer, Politician, Marketing Manager, Stockbroker, Urban Planner, TV Producer or Broadcaster
- **INVESTIGATIVE:** You enjoy and are good at studying and solving math or science problems. You see yourself as independent, precise, curious, complex, scientific and intellectual.
Career Options: Scientist, Doctor, Dentist, Medical Technologist, Computer Programmer, Mathematician, College Professor or Veterinarian
- **REALISTIC:** You enjoy and are good at working with animals, plants, tools, machines or mechanical drawings. You may also see yourself as practical, mechanical, realistic, honest, modest and natural.
Career Options: Engineer, Mechanic, Maintenance Technician, Pilot, Surveyor, Soldier, Police Officer, Farmer, Pipefitter or Electrician
- **SOCIAL:** You enjoy and are good at doing things to help people, such as teaching, nursing, giving first aid or providing information. You see yourself as helpful, friendly, tactful, kind and trustworthy.
Career Options: Teacher, Religious Worker, Counselor, Psychologist, Occupational Therapist, Caseworker, Child Care Worker or Speech Therapist

Take a few minutes to review the suggested career pathways, then complete the sentence below!

I AM GOING TO BE A _____ BECAUSE I ENJOY AND AM GOOD AT _____!
FUTURE CAREER SKILLSET FROM CAREER INTERESTS LIST

I WILL STUDY _____ AT _____ TO PREPARE ME FOR MY FUTURE CAREER!
FUTURE MAJOR/PROGRAM FUTURE COLLEGE/UNIVERSITY

TN PROMISE



TN PROMISE IS A UNIQUE SCHOLARSHIP OPPORTUNITY TO ATTEND COLLEGE TUITION AND MANDATORY FEE FREE!

TN Promise is a last-dollar scholarship that allows students to attend up to five semesters at a community college or eligible four-year institution or eight trimesters at a Tennessee College of Applied Technology (TCAT). As a last-dollar scholarship, TN Promise covers a student's tuition and mandatory fees not paid by federal or state funds (i.e., the Pell Grant, HOPE Scholarship, Tennessee Student Assistance Award and Wilder-Naifeh Technical Skills Grant). See below for an example of how the funding operates at various institutions.

How does last-dollar scholarship work?	TCAT	Two-Year Public	Four-Year Public*	Four-Year Private*
Tuition (No books/fees/supplies)	\$3,000	\$4,700	\$8,000	\$20,000
HOPE/Wilder-Naifeh	-\$2,000	-\$3,200	-\$4,500	-\$4,500
TN Promise	-\$1,000	-\$1,500	-\$200	-\$200
Your Cost	\$0	\$0	\$3,300	\$15,300

*Check with your institution of choice to determine both college cost and the amount covered by TN Promise or other institutional aid as all four-year institutions process TN Promise differently.

TN PROMISE CHECKLIST

This checklist helps you keep track as you complete each step of the college-going process. Use the space below each requirement to log usernames, passwords or any other important information.

TN Promise eligibility requirements are listed in green.

BY NOV. 1, 2024	DATE COMPLETED	Complete the TN Promise application at TNPromise.gov.
DEC. 2024- FEB. 2025	DATE COMPLETED	Attend your mandatory TN Promise meeting.
BY APRIL 15, 2025*	DATE COMPLETED	File the 2025-2026 Free Application for Federal Student Aid (FAFSA). Visit StudentAid.gov . See page 5 for more information.
BY APRIL 15, 2025	DATE COMPLETED	Apply to an eligible TN Promise institution. A list of eligible institutions can be found on page 7.
BY MAY 1, 2025	DATE COMPLETED	Submit all requested admissions documents to anticipated college. Check your college email for admissions updates.
SPRING 2025	DATE COMPLETED	Connect with your tnAchieves Mentor. See page 4 to learn more about your tnAchieves mentor.
BY JULY 1, 2025	DATE COMPLETED	Complete and submit 8 hours of community service. Submit by 11:59 PM CT at tnAchieves.org . See page 6 for future deadlines.
BY JULY 1, 2025	DATE COMPLETED	Complete financial aid verification, if selected. Verification is completed through your college's financial aid office.
BY JULY 1, 2025	DATE COMPLETED	Ensure your college is listed on your TSAC Portal and FAFSA. Visit tnAchieves.org/update for instructions on how to update your TSAC Portal and FAFSA, if needed.
FALL 2025	DATE COMPLETED	Enroll as a full-time student at a TN Promise eligible institution. Students must be enrolled in a minimum of 12 credit hours or a full-time TCAT program.
FALL 2025	DATE COMPLETED	Connect again with your tnAchieves Mentor.

*Tentative date - deadline subject to change if 2025-2026 FAFSA opens later than December 1.

YOUR MENTOR



You have the opportunity to be assigned a volunteer mentor who has made the commitment to guide, encourage and support you as you transition from high school to college. This is one of the most valuable resources you have with tnAchieves!

Your mentor is here to help you apply to college, discover your career interests and connect you with valuable resources. Be willing to openly communicate with your mentor as you prepare to start your first semester of college, and do not hesitate to ask questions. Mentors are invested in helping you succeed!

YOUR MENTOR IS A(N)...

Resource

Your mentor can help answer questions.

Encourager

Your mentor is in your corner!

Person Who Wants You To Succeed

It is important to remember that your mentor is not meant to be your best friend, the person with all the answers or a tutor.

AS A MENTEE, YOU ARE...

Willing To Ask Questions

Responsive to Your Mentor's Communication

Thankful and Kind

Timely responses to mentor communication will help facilitate a productive mentor-mentee relationship. It is best to always respond when you hear from your mentor.

CONNECT WITH YOUR MENTOR WHEN...

You have a question about college.

You have questions about your future career goals and aspirations.

Your mentor texts or emails asking you a question.

You are excited, nervous or worried about starting college.

Students, it is your responsibility to engage with your mentor during the tnAchieves program. This is a chance to learn how to develop meaningful relationships with mentors who can provide support and opportunities for you to grow in your education and career.

MY MENTOR

Name: _____

Email: _____

Phone Number: _____

NEXT COMMUNICATION

Date: _____

Time: _____

Location: _____

2025-2026 FAFSA

2025-2026 FAFSA FILING DEADLINE: APRIL 15, 2025*

The Free Application for Federal Student Aid (FAFSA) serves as the application for federal and state aid. The 2025-2026 FAFSA is expected to become available for completion at StudentAid.gov in December 2024. Please note that filing the FAFSA is FREE! You should never pay money to file the FAFSA. In addition to being a TN Promise requirement, filing the FAFSA by April 15, 2025* increases the probability that eligible students will receive more aid. Some scholarships are offered on a first-come, first-served basis, so completing the FAFSA as soon as possible is strongly encouraged.

Prior to FAFSA completion, students and parents must create usernames/passwords known as FSA ID at StudentAid.gov. An FSA ID allows access to Federal Student Aid's online system and serves as the legal signature for the FAFSA. Students and parents must have two separate FSA IDs; therefore, the same email address cannot be used for both. *Students should not use their high school email address, as they may lose access after graduation.* After FSA ID creation, store the information in a safe place that is easily accessible to you and your student!

The FAFSA should be filed every academic year. To complete the 2025-2026 FAFSA, students will complete their section of the FAFSA and invite their parent(s) to complete separate section(s). The 2025-2026 FAFSA will be considered finished once all sections have been successfully completed and submitted.

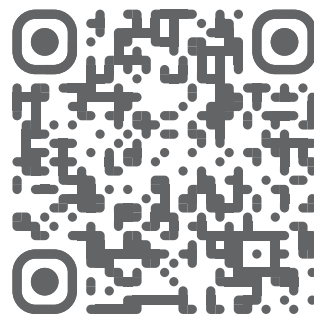
After FAFSA completion, a confirmation email will be sent to the email address provided on the FAFSA application. Please keep this email for your records! We recommend creating a folder to store all of your important financial aid documentation and confirmations.

10-STEP FAFSA FILING PROCESS

- 1. Gather Necessary Information:** Before starting the application, gather the necessary documents, including:
 - Student and parent FSA IDs (Begin at StudentAid.gov.)
 - 2023 Federal Tax Return or other income documentation for student and parent(s)
 - Social Security number(s)
 - 2023 untaxed income records, such as child support received and veterans' non-education benefits
 - Current information on checking and savings account balances; stock, bond and other investments; and business and farm assets
- 2. Start Early:** The FAFSA is expected to become available in December 2024 for the 2025-2026 school year. It's a good idea to file the FAFSA as soon as possible because some funds are awarded on a first-come, first-served basis.
- 3. Visit the Official FAFSA Website:** Go to the official website at StudentAid.gov to begin the application process. *Be sure to select the 2025-2026 FAFSA when filing. **Deadline: April 15, 2025****
- 4. Choose Your Schools:** You'll be asked to list schools you're interested in attending (list up to 20 different schools). These schools will receive your FAFSA results and will use the information to determine the financial aid they can offer you.
- 5. Dependency Status:** The FAFSA will determine if you are a dependent or independent student based upon your answers to questions within the personal circumstances section. Dependent students must provide parent financial information.
- 6. Fill Out Financial Information:** Use the documents you've gathered to provide accurate financial information. By providing student and parent financial information, you are determining the federal and state financial aid you qualify for.
- 7. Sign and Submit:** Once you've completed all sections, you'll need to sign the FAFSA. If you're a dependent student, you will invite your parent(s) to complete separate section(s) of the FAFSA. The 2025-2026 FAFSA will be considered finished once all sections have been successfully completed, signed and submitted.
- 8. Review Your FAFSA Submission Summary:** When your FAFSA processes, you'll receive a FAFSA Submission Summary summarizing the information you provided. Review this for any errors, make corrections if necessary and save for your records.
- 9. Stay Informed:** Check the status of your FAFSA, and make sure to respond to any requests from schools or the federal government for additional information.
- 10. Renew Annually:** The FAFSA isn't a one-time task. It is a TN Promise requirement to submit a new application each year.

By following these steps and ensuring accuracy in your information, you maximize your chances of receiving the most federal financial aid for which you're eligible and maintain TN Promise scholarship eligibility.

STEP-BY-STEP FAFSA
GUIDES AND OTHER HELPFUL
RESOURCES ARE AVAILABLE
ON TNACHIEVES.ORG!
SCAN THE QR CODE FOR HELP.



*Tentative date - deadline subject to change if 2025-2026 FAFSA opens later than December 1.

COMMUNITY SERVICE



Students must complete and submit 8 hours of community service each semester to maintain TN Promise scholarship eligibility. Completing community service is a great way to learn about the needs of your community and provide a helping hand to valuable local organizations. Since our launch in 2009, tnAchieves students have completed more than 5 million hours of community service!

THE CLASS OF 2025'S FIRST COMMUNITY SERVICE DEADLINE IS JULY 1, 2025!

WHAT IS CONSIDERED COMMUNITY SERVICE?

It is the student's responsibility to identify an organization and complete community service hours. We are often asked whether certain hours will count towards the deadline. To ensure that your hours are accepted, be sure:

- You are volunteering through a non-profit or community based organization (e.g., animal shelter, food pantry, community center, school, etc.);
- You are not being paid for your time or being supervised by a family member. Students cannot submit hours they work at their job as community service or be compensated for volunteering;
- If you are volunteering through your place of worship/religious institution, you are not submitting hours spent proselytizing or sharing your faith. Lawn care, supervising children, setting up/cleaning up an event and other activities outside of proselytizing at your place of worship/religious institution are acceptable.

See the full community service policy outlined on page 10 of this handbook.

HOW DO I SUBMIT COMMUNITY SERVICE?

Step 1: Logging Into the Form

Students will log into the community service form found at tnAchieves.org/cs.

The form requires the following information to login:

- First Name
- Last Name
- Date of Birth
- Last 4 digits of SSN

Step 2: Completing the Form

Once logged in, students will complete the community service form.

Information required includes:

- Name of Organization
- Supervisor Contact Information
- Date(s) Worked
- Number of Hours Volunteered
- Summary of Volunteer Work

Step 3: Submitting the Form

After completing the community service form, students will submit. A confirmation email will be automatically generated to the student and the community service supervisor. **It is imperative that students confirm they receive the community service confirmation email and keep it for their records.**

WHEN IS COMMUNITY SERVICE DUE?

It is important to note that you may begin completing your community service hours on August 1, 2024.

Any community service completed prior to this date will not be accepted. Students will be able to submit after November 1, 2024. Community service must be submitted each term and additional hours over the required 8 hours cannot be carried over to the next term. Hours must be completed within the set timeframe.

Term ¹	Deadline ⁵	Timeframe for Completion
Summer 2025 ²	April 1, 2025 by 11:59 PM CT	August 1, 2024-April 1, 2025 ³
Fall 2025	July 1, 2025 by 11:59 PM CT	August 1, 2024-July 1, 2025 ³
Spring 2026	December 1, 2025 by 11:59 PM CT	July 2, 2025-December 1, 2025
Summer 2026 ⁴	April 1, 2026 by 11:59 PM CT	December 2, 2025-April 1, 2026
Fall 2026	July 1, 2026 by 11:59 PM CT	December 2, 2025-July 1, 2026
Spring 2027	December 1, 2026 by 11:59 PM CT	July 2, 2026-December 1, 2026
Summer 2027 ⁴	April 1, 2027 by 11:59 PM CT	December 2, 2026-April 1, 2027
Fall 2027	July 1, 2027 by 11:59 PM CT	December 2, 2026-July 1, 2027

¹If you will graduate high school prior to the spring 2025 term, please visit tnAchieves.org/early-grad to learn more about next steps.

²Students beginning college in the summer directly following high school graduation must meet the April 1, 2025 deadline. Students must also submit an additional 8 hours by July 1, 2025 for the fall term.

³While community service hours completed on or after August 1, 2024 can be counted towards the Summer and Fall 2025 deadlines, students will not be able to **submit** until after November 1, 2024.

⁴Summer terms after fall 2025 are only required for TCAT and Moore Tech students. Community college and 4-year university students choosing to enroll in a summer term are required to complete and submit 8 hours of community service by the established deadlines.

⁵Students attending South College are required to submit 8 hours prior to each quarter. Contact tnAchieves for specific deadlines.

WHAT'S NEXT?



While a critical and exciting step, applying to college is only the beginning! After applying, you will complete a series of steps to ensure you successfully begin classes in the fall. From attending new student orientation and registering for classes to tapping into valuable tnAchieves resources like summer programs and coaching, you will find a supported pathway to college. Utilize the **WHAT'S NEXT?** guide below to ensure you are maximizing your opportunities!

WHAT'S NEXT AFTER APPLYING TO COLLEGE?

Set up your college account and email address.

- Your college will provide instructions in your acceptance information to set up your college account and email. You are encouraged to complete this step as soon as possible, as your college will use this account to keep you updated on your enrollment process.

Attend new student orientation.

- New student orientation is an opportunity to learn more about your college and the resources it offers. This is a great time to visit your campus and register for classes. Your college will send information about registering for orientation to your college email.

Register for classes.

- In college, your classes are not automatically assigned to you. You must select and register for classes based on your academic plan. Meet with an advisor or success coach before you complete registration to ensure you will be taking the correct classes. Please remember, at a community or four-year college, you must register for at least 12 credit hours to remain eligible for TN Promise. If you want to graduate in four semesters, you must take at least 15 credit hours each semester for most concentrations. At a TCAT, you must be enrolled in a full-time program.

Show up to your first day of classes!

- After you apply and register, it's time for the most exciting step! Showing up on your first day is a huge accomplishment, and we want you to be fully prepared. If you are feeling unsure about your first day, connect with your tnAchieves mentor and the tnAchieves team, and we will make sure you know exactly where to go and what to do!

SUMMER PROGRAMS

tnAchieves Summer Programs offer incoming college freshmen an opportunity to enhance their academic skills in math, reading and English before entering college in the fall. Through our free programs, the goal is to reduce or eliminate the need for learning support classes, ensuring students are better prepared for college in the fall.

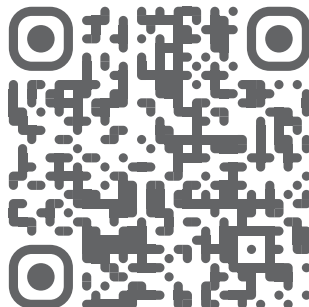
- Students who scored below a 19 on their ACT should register for the Summer Bridge Program.
- Summer Programs are hosted at all 13 Tennessee community colleges in June or July (dates depend on location).

COMPLETE COACHING

We know that college can be confusing, and it can be hard to know where to turn when you have challenges. tnAchieves COMPLETE coaches are there to help you connect the dots and access valuable resources. COMPLETE coaches begin working with students in the fall once classes begin. Keep your eye on your email for communication from your coach!

- Coaches are assigned to students around the state. They will work to meet with students in-person on their campuses.
- Coaches will call/text students to ensure they feel supported and have the resources they need.

**REGISTRATION WILL OPEN IN
SPRING 2025! SCAN THE QR
CODE TO LEARN MORE.**



COMPLETE GRANTS

Students who maintain TN Promise eligibility and qualify for a federal Pell Grant may be eligible for tnAchieves COMPLETE Grants. COMPLETE Grants help students navigate unexpected financial hurdles that impact their ability to succeed in college by providing up to \$1,000 per semester.

Information regarding COMPLETE Grants will be sent via email/text message in fall 2025.

POLICIES

To remain TN Promise eligible, students must:

High School:

1. Attend and graduate from an eligible high school.

- Students must apply their senior year of high school with the Class of 2025 and meet the established TN Promise application deadline.
- A student must be a Tennessee resident.
 - Students' residency will be determined by their post-secondary institution.
 - Students who reside with a parent outside of Tennessee pursuant to military orders will be considered eligible to participate in the scholarship program.
- Students who complete a GED or HiSET diploma must enroll full-time in an eligible post-secondary program in the fall after they receive their diploma, provided that the diploma was earned before the student reached 19 years of age. This assumes the GED or HiSET student met all TN Promise requirements.

2. Attend all scheduled mandatory TN Promise meetings. Students must attend their assigned scheduled meeting as outlined in the student handbook and tNAchieves website.

- Excuse forms will be reviewed for the following: participation in a school-sanctioned event (e.g., athletic event and/or practice, concert and/or rehearsal, national or state conference or competition), death in the immediate family, personal illness, conflict with post-secondary class schedule, conflict with religious observance, personal or immediate family emergency, conflict with work schedule, lack of transportation.
- Students are responsible for notifying tNAchieves prior to or following their missed meeting via the excuse form provided at tNAchieves.org. Failure to meet this requirement, even with a valid excuse, may result in the loss of TN Promise eligibility.
 - All other excuses outside those outlined above are not considered excusable absences and will result in a student losing TN Promise eligibility. This includes meetings that are rescheduled due to inclement weather or school closings.
 - Students who arrive late to a mandatory meeting will lose their TN Promise eligibility. Likewise, students that leave a meeting prior to adjournment will lose their TN Promise eligibility.
 - Students who have an approved absence from tNAchieves must complete the mandatory meeting requirement virtually.
 - Excused students will gain access to the virtual mandatory meeting on February 11, 2025 via email from tNAchieves.
 - Excused students must complete the mandatory meeting requirement by March 15, 2025 to remain eligible for TN Promise.
- Students who graduate high school during the fall term are required to return to their high school for the assigned mandatory meeting.
- Students who transfer during their senior year are responsible for alerting tNAchieves and attending the assigned mandatory meeting designated for the high school to which they transferred.
- A parent/guardian cannot attend the assigned meeting or view the virtual mandatory meeting on a student's behalf. Students must complete the mandatory meeting requirement to remain eligible for TN Promise.
- Students who require accommodations at their assigned team meeting will be responsible for alerting tNAchieves at least 72 hours in advance of the meeting (e.g., sign language interpreter).

3. Complete the Free Application for Federal Student Aid (FAFSA) by April 15, 2025. This deadline is tentative and is subject to change should the 2025-2026 FAFSA not open on December 1, 2024.

- Failure to qualify for federal aid in the form of a Pell Grant and/or state aid in the form of TELS (e.g., HOPE) or TSAA funding will not affect a student's TN Promise eligibility.
- Students must be eligible for in-state tuition.
- Students must complete the correct year's FAFSA each year prior to the deadline established by TSAC.

4. Submit all financial aid verification documents each year for community and four-year colleges.

- Students attending a TCAT must complete the verification process by October 1 each year.
- tNAchieves encourages students to submit all documents by July 1 to ensure the post-secondary institutions have adequate time to process.
- Students must select the eligible institution they plan to attend as their first choice on the Free Application for Federal Student Aid (FAFSA) as well as direct their TSAC Student Portal to the eligible institution.
- It is the responsibility of students to confirm with the post-secondary institution that their admissions and financial aid files are verified, processed and ready for award.

5. Complete and submit at least 8 hours of community service prior to the start of each semester/trimester/quarter by the established deadline. See the Community Service Policy on page 10 for further details regarding this requirement.

College:

1. Maintain full-time status each semester.

- If students fall below full-time, they will no longer be eligible.
- TCAT students must be enrolled in a full-time program.
- Failure to attend class can result in loss of eligibility.

2. Begin at an eligible post-secondary institution in the fall term directly following high school graduation.

- Students who graduate from high school prior to the spring 2025 term may begin at their post-secondary institution early. Early graduates need to complete the current and previous academic year's FAFSA and submit community service by April 1, 2025. Students must also complete their mandatory TN Promise meeting requirement by the established deadline.
- Students may begin college in the summer directly following high school graduation if they have met all TN Promise requirements. Please note that community college and 4-year students who begin college in the summer directly following high school graduation will be subject to a GPA check after the summer term. Students must maintain a cumulative 2.0 GPA to remain eligible for TN Promise.
- Students may be granted a medical or personal leave of absence from timely enrollment in the initial semester full-time attendance or continuous enrollment at an eligible post-secondary institution as long as all other acceptable eligibility criteria are met. Students must request a leave of absence with their chosen post-secondary institution or TSAC for approval.
 - An approved leave of absence of six months or less shall not count against the five-semester or eight-trimester limit at an eligible post-secondary institution.

3. Attend an eligible post-secondary institution for continuous semesters.

- Students cannot leave the post-secondary institution for a period of time and remain eligible.
- If students withdraw from all classes or stops attending during the semester, they will no longer be eligible.

4. Maintain a 2.0 cumulative GPA at the end of each academic year.

- TCAT students must maintain satisfactory academic progress each trimester.

5. Complete the Free Application for Federal Student Aid (FAFSA) by the established deadline each year throughout their post-secondary experience.

- Failure to qualify for federal aid in the form of a Pell Grant and/or state aid in the form of TELS (e.g., HOPE) or TSAA funding will not affect a student's TN Promise eligibility.
- Students must be eligible for in-state tuition.
- Students must complete the correct year's FAFSA each year prior to the deadline established by TSAC.

6. Submit all financial aid verification documents each year for community and four-year colleges.

- Students attending a TCAT must complete the verification process by October 1 each year.
- tnAchieves encourages students to submit all documents by July 1 to ensure the post-secondary institutions have adequate time to process.
- Students must select the eligible institution they plan to attend as their first choice on the Free Application for Federal Student Aid (FAFSA) as well as direct their TSAC Student Portal to the eligible institution.
- It is the responsibility of students to confirm with the post-secondary institution that their admissions and financial aid files are verified, processed and ready for award.

7. Complete and submit at least 8 hours of community service prior to the start of each semester/trimester/quarter by the established deadline.

See the Community Service Policy below for further details regarding this requirement.

Community Service Policy:

Complete and submit at least 8 hours of community service prior to the start of each semester/trimester/quarter by the established deadline.

Community service must be completed under the supervision of an established organization (e.g., nonprofit, public service organization).

- Community service is not:
 - Work resulting in payment.
 - Work done under the supervision of an extended or immediate family member.
 - Work done for an individual rather than an organization (e.g., babysitting, mowing a neighbor's lawn, picking up trash in the neighborhood).
 - Proselytizing (sharing or teaching faith).
 - Work done off the clock/unpaid at the student's job.
- Virtual community service webinars are available as a means to complete up to 4 community service hours for each deadline. The remaining 4 hours must be completed via job shadowing and/or community service opportunities that fit within the guidelines.
 - Each virtual community service webinar counts as one hour. Students will be automatically credited one hour per webinar after viewing the webinar in its entirety and following on-screen instructions.
 - Students are not required to submit a community service form for viewing the webinars.
 - Webinars may only be accessed via tnAchieves.org. All other forms of virtual community service will be denied.
- Students must complete and submit all information regarding community service by the established deadline at tnAchieves.org. Failure to comply by the established dates will result in loss of eligibility. Keep in mind, it is not the responsibility of the organization and/or supervisor to submit hours on a student's behalf.
- Should students feel that extenuating circumstances beyond their control prohibited them from completing and submitting community service by the deadline, they may file an appeal with tnAchieves at <https://tnAchieves.org/appeal>.
 - If the appeal is denied, students will not be able to submit community service after the deadline and will remain ineligible for TN Promise.
 - If the appeal is approved, students will have one week from appeal approval to complete and submit 8 hours of community service, unless otherwise specified in the appeal approval.
 - Should students fail to submit all required community service in the allotted time, they will remain ineligible for TN Promise.
- Students who are unable to complete community service hours in person due to illness, injury, a documented disability and/or accommodation must file an appeal with tnAchieves prior to the community service deadline.
 - If the appeal is approved, the student will be allowed to complete 8 hours of virtual community service webinars.
- Documentation is required for any community service appeal submitted to tnAchieves.
- Unless otherwise specified, an approved appeal only applies to the community service deadline being appealed. Any additional exceptions or accommodations for future terms must be appealed prior to each deadline.
- In the event that a post-secondary institution reverses a student's ineligibility certification after a community service deadline, an exception to the missed deadline may be considered by tnAchieves.
 - If granted, students will be contacted by tnAchieves. Community service must be completed and submitted in its entirety no later than two weeks from notification.
 - Should students fail to submit all required community service in the allotted time, they will remain ineligible for TN Promise.

Other components:

1. Only a member of tnAchieves staff may determine a student's TN Promise eligibility.

- Mentors are an extension of tnAchieves but are not tnAchieves staff members.
- tnAchieves mentors are volunteers and may lack adequate time to answer all questions; therefore, it is the students' responsibility to confirm eligibility with tnAchieves staff.

2. TN Promise only funds last-dollar tuition and mandatory fees. It does not pay for books or other post-secondary expenses (e.g., application fee, program and class specific fees). TN Promise only covers fees required of all students.

3. A student cannot be mentored by a family member.

4. Mentors cannot choose students to mentor.

- tnAchieves staff will randomly assign students to mentors.

5. TN Promise follows the admissions requirements of the post-secondary institution.

- TN Promise will fund learning support classes if the student fails to meet the ACT requirements for college-level coursework.

6. Students are responsible for notifying tnAchieves staff when their contact information changes. Incorrect information does not preclude students from ineligibility.

Should students fail to adhere to any/all policies, tnAchieves invokes the right to remove their eligibility. tnAchieves values honesty and integrity. A student who submits misinformation will immediately lose TN Promise eligibility. Be respectful in all correspondence and communication, including social media.

Policies may be subject to change without notice. It is a student's responsibility to refer to the policies as posted at tnAchieves.org for updates and changes to the TN Promise legislation.

